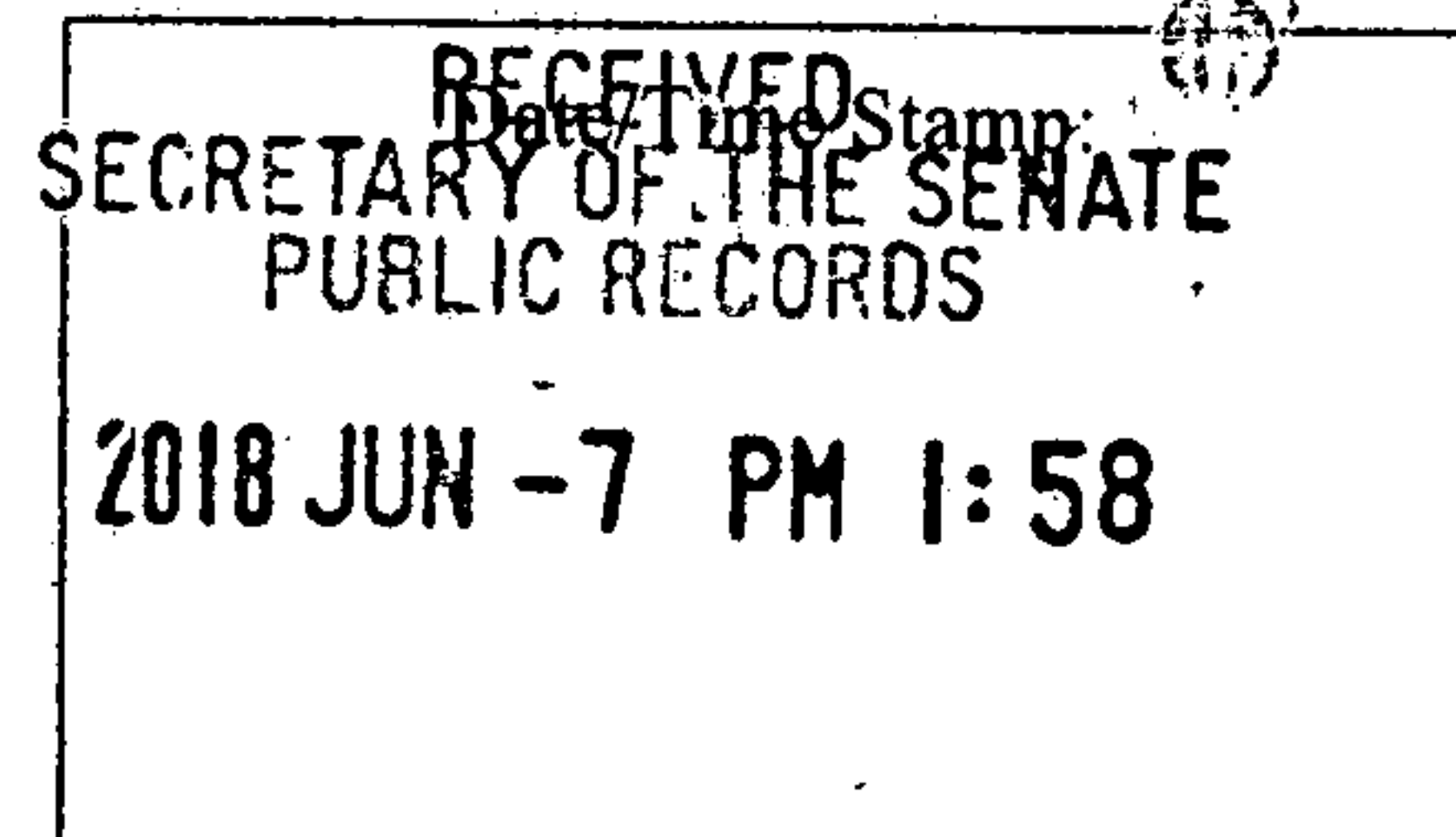


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): May 30-31, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$61.75 (round trip shuttle to Kent Manor Inn)	\$117	\$90.85	\$0

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a bootcamp on the federal budget and appropriations process. See agenda for additional information.

6/7/18
(Date)

Karishma Merchant
(Printed name of traveler)

Karishma Merchant
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/7/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC APR18'18AM11:27

Name of Traveler: Karishma Merchant

Employing Office/Committee: Senator Tim Kaine

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): May 30-31, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Stevensville, MD

Explain how this trip is specifically connected to the traveler's official or representational duties:

Karishma oversees Senator Kaine's education policy portfolio and staffs him on his assignment to the Senate Health, Education, Labor, and Pensions (HELP) Committee. This trip will provide Karishma with an opportunity to gain more knowledge about the Congressional budget process including how it specifically intersects with federal higher education programs to help inform her HELP Committee work.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/18/18
(Date)

Karishma Merchant
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

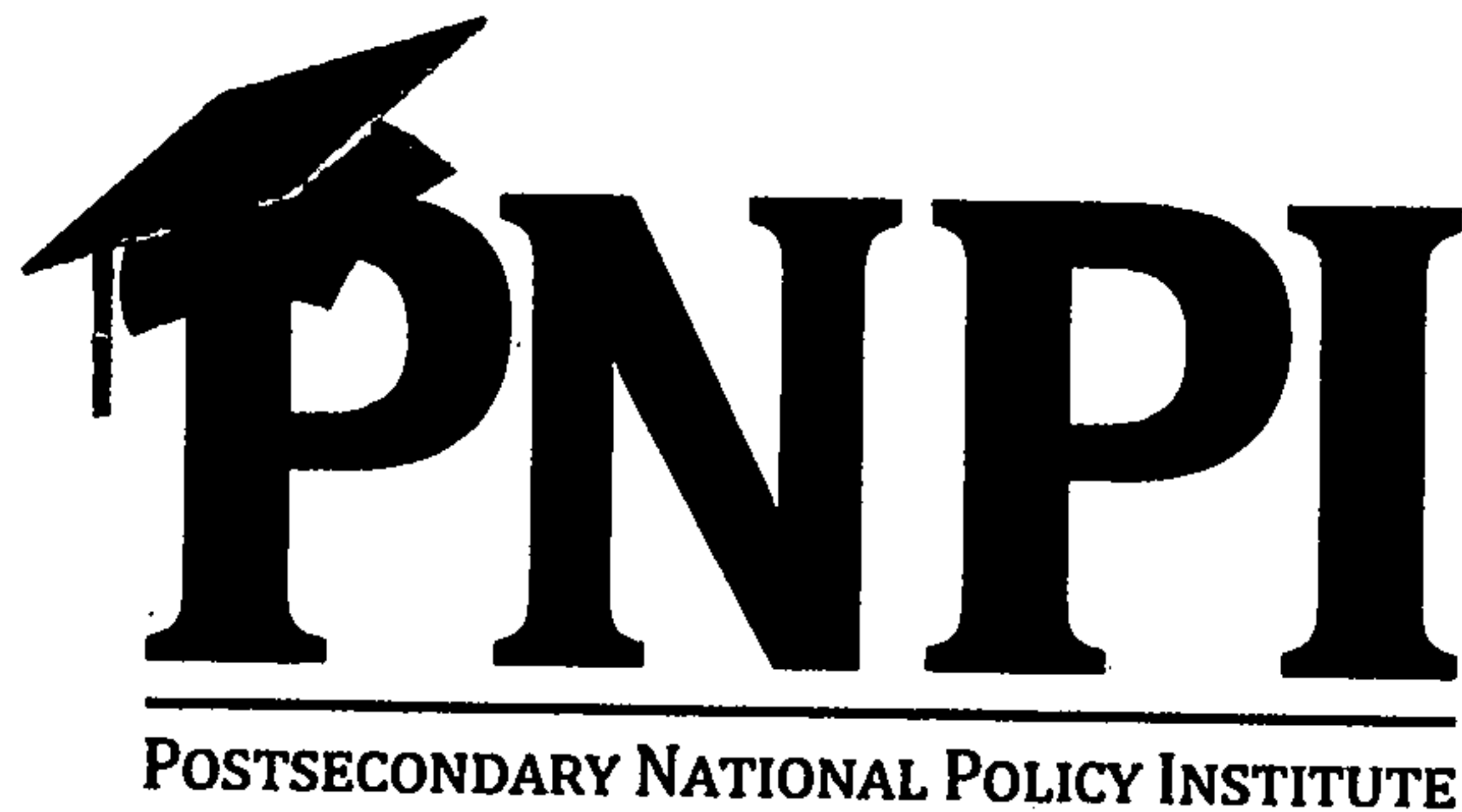
I, Senator Tim Kaine hereby authorize Karishma Merchant
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/18/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



April 17, 2018

Dear Karishma Merchant,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) *Federal Budget Boot Camp*, May 30-31, 2018 at Kent Manor Inn in Stevensville, Maryland.

This boot camp is designed to increase your knowledge of the federal budget process, of how the Congressional Budget Office works, how student loans are budgeted, and how federal Pell Grants are funded. The boot camp will also increase your understanding of the congressional appropriations process.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for ethics rules compliance.

By Tuesday, May 1, 2018, you must submit the following forms and documents directly to the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.


Even if you are unsure whether you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

We will depart for Kent Manor on Wednesday, May 30th at 8:30 AM EST from Peace Circle and return to Washington, DC on Thursday, May 31st at 3:30 PM EST. The program will begin at Kent Manor Inn, Stevensville, Maryland on Wednesday, May 30 at 10:00 AM EST and will conclude on Thursday, May 31 at 2:15 PM EST. If you have any questions about the boot camp, please do not hesitate to email or call us directly.

Sincerely,

Sincerely,




Jessica Bowen, Associate Federal Director
Postsecondary National Policy Institute (PNPI)
bowen@pnpi.org
202-407-3172

Jessica Bowen, Associate Federal Director
Postsecondary National Policy Institute (PNPI)
bowen@pnpi.org
202-407-3172

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: See attached.
3. Dates of travel: May 30-31, 2018 (one night overnight)
4. Place of travel: Stevensville, MD
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attached.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings and bootcamps, to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$61.75 (round trip shuttle to Kent Manor Inn)	\$117	\$91	\$0
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Kent Manor Inn is located approximately 60 miles east of D.C. providing convenient access for congressional staff. In addition to meeting space, this location offers on-site accommodations.

19. Name and location of hotel or other lodging facility:

Kent Manor Inn, 500 Kent Manor Drive, Stevensville, MD 21666

20. Reason(s) for selecting hotel or other lodging facility:

The facility provides both meeting space and overnight lodgings on-site.

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs \$117/night, the federal per diem. Meal costs are \$53 on day one

(lunch, dinner, incidentals) and \$38 on day two (breakfast, lunch, incidentals). Both rates are at the federal

per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be taking a chartered bus round-trip.

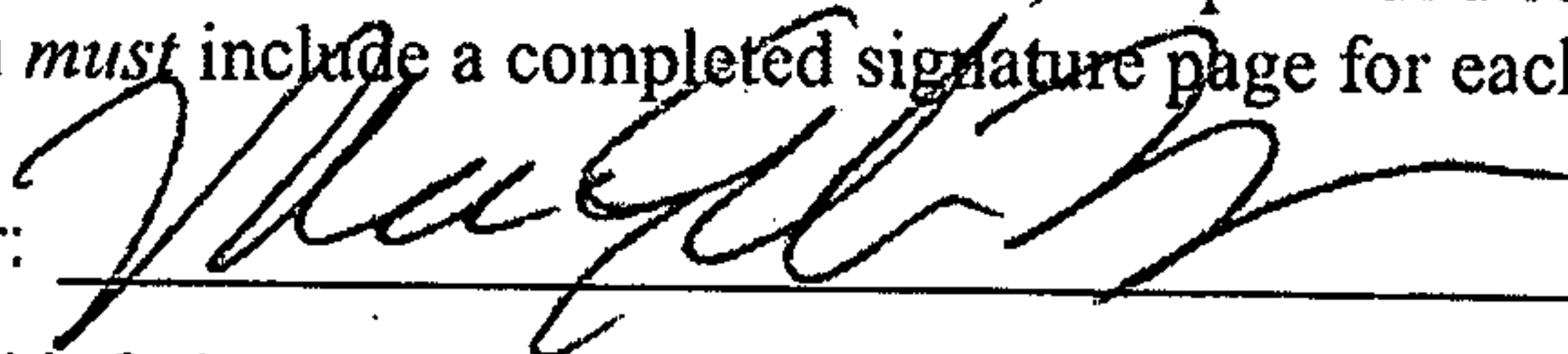
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number:

E-mail Address: mcguire@pnpi.org



POSTSECONDARY NATIONAL POLICY INSTITUTE

The Federal Budget and Appropriations Process

Wednesday, May 30 - Thursday, May 31
Stevensville, MD

SEMINAR GOALS

- Increase participants' knowledge of the federal budget process including budget reconciliation;
- Increase participants' understanding of how the Congressional Budget Office is organized and works;
- Increase participants' knowledge of how student loans are budgeted in the federal budget;
- Increase participants' understanding of the congressional appropriations process; and
- Expand participants' knowledge of the federal Pell Grant Program - the difference between mandatory and discretionary funding and the history of shortfalls and surpluses.

AGENDA

Wednesday, May 30

- | | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:15am | Staff arrive to board shuttle
Peace Circle (located by the reflecting pool on the northwest side of the U.S. Capitol)
Pennsylvania Ave. and First Street NW
Washington, D.C. |
| 8:30am | Depart Peace Circle |
| 9:45am | Arrive at Kent Manor Inn
500 Kent Manor Drive
Stevensville, MD 21666 |
| 9:45-10:00am | Check-In and Registration |

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Welcome & The Federal Budget Process

Speakers:

MaryEllen McGuire, PNPI

Nick Lee, The Bill and Melinda Gates Foundation

Robyn Hiestand, Independent Budget and Policy Consultant

Questions for Discussion:

- How does the federal budget process work?
- How do CBO and OMB fit in? What is the difference in their roles?
- What is the Budget Control Act of 2011? How does it play into the process?
- What is budget reconciliation?
- What impacts do the budget and reconciliation have on higher education policy?
- What happens if a budget resolution isn't passed?
- What is the difference between discretionary and mandatory spending?
- What are discretionary caps?
- How does the federal debt fit in? What is the difference between deficits and debt?

11:30-11:45am

Break

11:45am-1:00pm

Simulation: Reconciliation

Facilitators:

Robyn Hiestand, Independent Budget and Policy Consultant

MaryEllen McGuire, President, Postsecondary National Policy Institute

Attendees will participate in an interactive appropriations simulation facilitated by former Hill staff.

1:00-2:00pm

Lunch - Ask a Budget Expert!

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

2:00-3:15pm

The Congressional Budget Office & How the Government Budgets for Student Loans

Speakers:

Peter Fontaine, Professorial Lecturer, George Washington University

Justin Humphrey, Analyst, Congressional Budget Office

Questions for Discussion:

- What is CBO? Why was CBO created and how has it evolved over time?
- How is CBO staffed and organized?
- What does CBO do?
- How does CBO decide what to review?
- How does CBO arrive at its estimates? What is CBO's methodology?
- Where does CBO get its data?
- Who reviews CBO's work? How does CBO ensure objectivity?

3:15-3:30pm **Break**

3:30-4:45pm **The Pell Grant: A Case Study**

Speaker:

Leah Koestner, Principal Analyst, Congressional Budget Office

Questions for Discussion:

- What is the difference between Pell's mandatory and discretionary funding? Why is Pell funded in two ways?
- How and why has Pell shifted from shortfalls to surpluses over time?
- What has driven or is driving these shortfalls or surpluses?

4:45-5:00pm **Wrap-Up & Close**

Questions for Discussion:

- What were your big takeaways from today?
- What have you learned about the federal budget process that surprised you?
- What further questions do you have regarding the federal budget process?

5:00-5:30pm **Break**

5:30-7:00pm **Dinner & Day Two Preview**

Over dinner, PNPI staff will provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about the federal appropriations process.

Questions for Discussion:

- Going into tomorrow's programming, what more would you like to learn?
- What are some specific questions that you have about the federal appropriations process?

Thursday, May 31

8:00-9:00am **Breakfast**

9:00-10:30am **Welcome Back & The Federal Appropriations Process**

Speakers:

*Jessica Bowen, Associate Federal Director, Postsecondary National Policy Institute
Appropriations Expert, TBD*

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PNPI provides professional development to current and prospective policymakers who work on higher education issues. This bootcamp is designed to increase congressional

A detailed agenda is attached.

PNPI has sponsored eighteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015 and June 2017), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015), non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015), and loan servicing (held in Harrisburg, PA in August 2016). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016), a federal postsecondary data primer (held at the Airlie Center in Warrenton, VA in April 2017), a postsecondary data seminar on states, systems, and institutions (held in Austin, TX in August 2017), and a competency-based education seminar (held in Hooksett, NH in April 2018).

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